



web Services Workgroup

Minutes

Thursday, April 25, 2002

Virginia Retirement System Training Room

10:00 am – 1:30 pm

Attendance

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See [“Attachment 1 - Members and Guests”](#)

Welcome and Opening Remarks

Mr. Tim Bass, Workgroup Chair, convened the meeting of the Web Services Workgroup at 9:05 am. Attendees were asked to briefly introduce themselves.

Meeting Objectives

The objectives of the meeting were:

- 1) Finalize the Workgroup Charter.
- 2) Review and reach consensus on the workgroup schedule and project management approach.

- 3) Discuss and select application functions to be developed as web services, and establish project teams.

Approval of minutes

The minutes of 3/25 had been previously distributed and approved by all workgroup members via e-mail.

Agenda Topics:

1. Review Revised Workgroup Charter

Discusson: Bass presented the updates made to the first four sections of the charter, i.e., the Introduction, Vision, Mission, and Objectives. The group requested that application integration, security aspects, migration aspects, and the R&D nature of the effort be clarified as appropriate. Romero suggested that the changes be made and sent out via e-mail for final comments. The workgroup was in unanimous agreement.

ACTION: Bass and Romero will update the Workgroup Charter as mentioned above and send it out to workgroup members for final comment. The charter will be presented to COTS for approval at the May COTS meeting.

2. Review/Approve WORKGROUP Schedule and Project Management Approach

Discusson: Romero presented a workgroup schedule that positions the workgroup to present its report to COTS, and then COVITS, in September. Romero further outlined the project management approach and reporting templates that would be provided to facilitate the scheduled milestones. The workgroup felt that the schedule was somewhat aggressive, but manageable. The workgroup agreed to adopt the schedule and approach.

ACTION: Romero will put together a Project Management packet, inclusive of the reporting templates, to be used by each of the WS development teams.

3. Discuss and select functions to be developed as Web services and establish project teams

Discusson: Each member/participant, who had pre-submitted an application for web services development, was asked to present their proposed candidate to the workgroup, and then respond to questions from the workgroup. The workgroup then translated each of the candidates into a generic business function, resulting in the following six functions:

- a) address change;
- b) registration (e.g., boat registration);
- c) validation of employee/residency/providers (e.g., qualification of teachers);
- d) managing forms (e.g., set up new business in state);

- e) call center response (e.g., status of payments)
- f) unified view of info (e.g., calendar of events);
- g) legal actions associated with a person.

It was agreed that the resulting web services must be able to demonstrate the extent to which web services are able to expose data, support interconnectivity, enable transaction processing, enable business process management, incorporate reusability, and address security. After an interactive discussion regarding the components and complexity of the candidates, the workgroup identified “Address Change” as the leading candidate for the “proof of concept” activities. Before establishing project teams, the workgroup felt that further discussion was warranted to walk through the various types of web services and interactions required in support of said candidate. This activity was tabled until the next meeting.

ACTION: Bass will set up a meeting for next week to continue this discussion. The objective is to identify the major web services development components and interactions, and then to establish the project teams. Workgroup members should e-mail Bass to indicate their availability to participate in this meeting.

Presentations

None

New Business/public discussion

None

Adjourn

The meeting was adjourned at 1:30 pm.

Next Meeting

Location: VRS

Date and Time: May 1, 2, or 3 (exact date and time to be announced)

Workgroup Members

				Present
Name	Organization	E-mail	Phone	(x = yes)

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Guests in Attendance

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